



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

www.ca.blm.gov



March 29, 2002

In Reply Refer To:

1400-451

CA-945(P)

EMS TRANSMISSION: 3/29/02

Information Bulletin No. CA-2002-037

To: ACOs

From: DSD, Support Services Division

Subject: 2002 Department of the Interior Environmental Achievement Award

DD: 04/10/02

Nominations for the subject award are being requested through Washington Office Information Bulletin No. 2002-059, dated February 25, 2002. Please follow the instructions and criteria provided in the attached memorandum when submitting your nominations.

Nominations should be forwarded to Angie Dailly, Branch of Human Resource Services (CA-945) no later than April 10, 2002. All nominations from BLM California must be approved by the BLM California State Director prior to submission to the Washington Office. If you have any questions, please contact Angie Dailly, Human Resource Services at (916) 978-4476.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment

1- Information Bulletin No. 2002-059
with attachment

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

February 25, 2002

In Reply Refer to:
1400/1703 (360) N

EMS TRANSMISSION 02/28/2002

Information Bulletin No. 2002-059

To: All Washington Office and Field Officials

From: Group Manager, Protection and Response

Subject: 2002 Department of the Interior Environmental Achievement Award

DD: 04/15/2002

Purpose:

This information bulletin calls for nominations for the 2002 Department of the Interior Environmental Achievement Award.

Discussion:

The Department of the Interior is requesting nomination for the seventh annual Environmental Achievement Award. The subject areas for recognition are:

- Waste/Pollution Prevention
- Recycling
- Environmentally Preferable and Affirmative Procurement
- Facility Environmental Excellence
- Environmental Management Systems
- Environmental Stewardship
- Education and Outreach
- Other Environmental and Conservation Improvement Initiatives.

The identified Nomination categories are:

- Employee
- Bureau, Office, or Team
- Contractor.

You may nominate a public land user in the contractor category. For example, in 1997 Bureau of Land Management (BLM) nominated a California mining company which completed an innovative and cost effective reclamation of a steep, rocky area that had been mined since the 1700's.

Any BLM employee may nominate one or more candidates for any or all of the award categories and subject areas. The nomination must be approved by the State Director, Center Director, or Assistant Director of the office initiating the nomination. The nomination form and instructions are attached.

Action:

To initiate a nomination, please assemble a nomination package that includes:

- Nomination Form;
- One-page summary;
- Abstract of Achievement (up to 250 words) describing the environmental achievement(s) of the project and benefits to the Department/Bureau /Office;
- Detailed Narrative Description - of no more than two pages duplex printed - four sides, describing what positive changes were made by the accomplishments or actions of the individual, bureau, or contractor. Explain how these accomplishments or actions have contributed to improvement or protection of the environment. Include relevant information (which may include quantitative data, such as reductions in waste generation). Explain how the action incorporated, where applicable, the views of other federal/state/local governments, communities, and private sector. Explain how and why the activities could be replicated elsewhere. Also, include a brief summary of the nominee's job title and assigned duties;
- Supporting Documentation- such as news clippings, press releases, publications, photographs, etc. Since the judges may not visit sites, applicants are encouraged to submit a reasonable amount of supporting materials. Please do not submit videos. Neither the nomination form nor any of the supporting materials will be returned;
- Memorandum of nomination signed by the State Director, Center Director, or Assistant Director. [ESSENTIAL FOR DIRECTOR'S CONCURRENCE].

The nomination procedures require the concurrence of the BLM Director. The Protection and Response Group (WO360) will prepare a transmittal memorandum for the Director's concurrence and signature, and forward the nominations to the Department.

All nomination packages must be duplex printed (doubled-sided) on recycled paper containing at least 30 percent post-consumer material, and preferably, manufactured process-chlorine free.

Timeframe:

The due date to WO360 is April 15, 2002

Contact:

Please send your nomination package to Georgette A. Fogle at georgette_fogle@blm.gov. Also, please advise Ms. Fogle by telephone or e-mail that you are sending a nomination package (in order to avoid mail getting lost in the system).

Delivery Address:

FedEx or other private delivery service: Bureau of Land Management 1620 L Street L Street, N.W. Room 504 LS Washington, D.C. 20236

If you have questions about the 2002 Department of the Interior Environmental Achievement Award or the nomination process, please call Ms. Fogle at (202) 452-5054.

Signed by:
Bernie Hyde
Group Manager
Protection and Response

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

3 Attachments

- 1- Request for Nominations for the 2002 Environmental Achievement Award (2 pp)
- 2- Office of Environmental Achievement Award Nomination Form (2 pp)
- 3- 2002 Environmental Achievement Award Nomination Instructions (6 pp)

Directive forwarded to SD, CA 920, CA 930, CA 940 and CA 945 on 2/28/02.

Memorandum

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director */signed/*
Office of Environmental Policy and Compliance

Subject: Request for Nominations for the 2002 Environmental Achievement Award

ER 02/110

REPLY DUE: MAY 15, 2002

The Department of the Interior's (Department) Office of Environmental Policy and Compliance (OEPC) invites your nominations for the 2002 Environmental Achievement Award (Award). This Award recognizes exceptional environmental achievements that highlight conservation of resources through cooperation, consultation and communication within bureaus or offices, either by individual employees or teams, and by contractors to a bureau or office. Nominations are due to OEPC by **May 15, 2002.**

Areas of recognition include:

- Waste/pollution prevention
- Recycling
- Environmentally preferable and affirmative procurement
- Facility environmental excellence
- Environmental management systems
- Environmental stewardship
- Education and outreach.

Other environmental and conservation improvement initiatives also will be considered.

The Award follows the intent of the following documents:

- The Department's policy for comprehensive waste management for its lands and facilities (518 DM 1)
- Executive Order (EO) 12856, *Federal Compliance With Right-To-Know Laws and Pollution Prevention Requirements*
- EO 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*
- EO 13148, *Greening the Government Through Leadership in Environmental Management.*

All organizational levels of your bureau or office should be informed of this Award to provide maximum opportunities for recognition. Review of nominations and selection of Award recipients will be performed by an Awards Committee comprised of bureau and office representatives.

The Award nomination form and submittal instructions are attached. Prior to submission to OEPC, Departmental Bureaus and Offices should review and screen each award nomination. Each submission must be accompanied by a memorandum of nomination from the Head of the Bureau or Office, recommending the nominee(s) for the Award. All Award nomination packages, including supporting documentation, are to be submitted through the Head of the Departmental Bureau or Office and received by OEPC by **May 15, 2002**. All submissions without accompanying nominations from the Head of the Departmental Bureau or Office will be returned.

If you have any questions, please contact the Office of Environmental Policy and Compliance, at (202) 208-7877.



**NOMINATION FORM
U.S. DEPARTMENT OF THE INTERIOR's
2002 ENVIRONMENTAL
ACHIEVEMENT AWARD**

The Department of the Interior Environmental Achievement Award serves to recognize exceptional achievements at every organizational level.

Nominee Name : _____ **Bureau:** _____

Address: _____

Phone : _____ **Fax:** _____ **Email:** _____

Award Subject Areas (circle all applicable):

- | | |
|---|------------------------------------|
| ! Waste/Pollution Prevention | ! Environmental Management Systems |
| ! Recycling | ! Environmental Stewardship |
| ! Environmentally Preferable and
Affirmative Procurement | ! Education and Outreach |
| ! Facility Environmental Excellence | ! Other: _____ |

Type of Recipient: (circle one): Individual Employee, Team, or Contractor

Name of project or action: _____

Date of project or action: _____

(All or part of a project occurring during Fiscal Year 2001: October 1, 2000 - September 30, 2001.)

Location of project or action: _____

Attach the following: Head of Bureau/Office Memorandum of Nomination; an Abstract of Achievement; Nomination Narrative; and Supporting Documentation.

Submitted

by: _____

Address:

_____ **Phone:** _____ **Fax:** _____ **E-mail:**

Prepare two copies of each nomination package. One of the two copies is for retention by the nominating bureau or office. The other copy is for submission to OEPC for consideration.

The deadline for submission of nominations to OEPC is May 15, 2002. You will be instructed regarding how to submit packages internally through your bureau/office Award coordinator. Do not mail nomination packages directly to OEPC. For more information, please contact the Solid and Hazardous Materials Management Team at (202) 208-7877.

NOTE: Due to recent changes in postal handling protocols, nomination packages containing *any media beside* paper should be sent by a delivery service that is not using irradiation, due to possible adverse interaction.



U.S. DEPARTMENT OF THE INTERIOR'S 2002 ENVIRONMENTAL ACHIEVEMENT AWARD

NOMINATION INSTRUCTIONS

Any employee of the Department of the Interior (Department) may nominate any Department employee or team, or a contractor of the Department in any of the award subject areas. Nominations must demonstrate an outstanding conservation or environmental accomplishment and benefit to the Department or a Bureau. All nominations to the Director of the Office of Environmental Policy and Compliance (OEPC) must be submitted through the nominee's Head of the Bureau (e.g., Director, National Park Service), and will be returned if not.

Identify Nomination Category:

- # **Individual Employee** - Any single employee of Department (at any grade level)
- # **Team** - Any bureau, office, or subdivision thereof (e.g., team) with special emphasis on those bureaus or offices whose program has been implemented bureau/office-wide
- # **Contractor** - Commercial, private, or non-governmental entity doing business with the Department on Department-administered land (e.g., concessionaire, contractor, special use permittee, etc).

Identify Award Subject Area(s):

The nomination form may indicate one or more applicable subject areas, including:

- # **Waste/Pollution Prevention** - Reductions in non-hazardous solid wastes or hazardous wastes or pollution from a Departmental facility through any change in the design, manufacturing, or use of materials or products; and/or the degree of toxicity in waste materials before recycling, treatment or disposal.

- # **Recycling** - Recycling activities at a DOI facility and/or in cooperation with other local entities, including outreach, collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the manufacture of new products.

- # **Environmentally Preferable and Affirmative Procurement** - Specification, acquisition, use, or validation of products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose. Use of products containing recovered materials, particularly of those products designated in the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPG). May include process improvement that resulted in significant monetary savings and benefit to the environment, or pilot testing that led to the approval and use of environmentally preferable products or services. Pilot projects testing of environmentally preferable products may involve and draw expertise from product manufacturers, original equipment manufacturers, industry associations, non-profit agencies, third party standard setting organizations, and other government agencies, as appropriate. Communication of efforts and successes to a broader community within and/or outside of the Department.

- # **Facility Environmental Excellence** - Construction, renovation, and/or operation of a Departmental facility through the adoption of best practices that promote pollution prevention, sustainable design and operation, energy conservation, and environmental compliance. Life cycle assessment and cost accounting (either quantitative or qualitative) considering a range of environmental impacts and costs associated with either a "green" facility design or a component part may be recognized. Positive relationships are fostered through facility enhancements that are planned in collaboration with facility neighbors. Cooperative efforts to pursue environmental initiatives with other Departmental or federal entities locally or pursued in collaboration with state or local government and surrounding community should be highlighted.

- # **Environmental Management Systems** - Compliance auditing and environmental management systems (EMS) at a Departmental facility(s) in accordance with E.O. 13148 and the Departmental Manual Chapter on Environmental Auditing (515 DM2). Implementation of facility-level EMS shall include measurable goals, objectives, and targets that are reviewed, and updated as appropriate. May include focus on concerns of local community and environmental issues that are beyond that facility's boundaries.

- # **Environmental Stewardship** - Efforts that lay a foundation for and supports far-reaching environmental improvements and initiatives throughout the Department. Examples of such improvements or initiatives would be in areas such as bureau operations, land management practices, technology enhancement/transfer, policy making, program infrastructure development, and research. This award will seek to recognize Interior sponsored efforts that are successful in forging sustained partnerships, drawing citizen groups, private entities, and other government agencies into conservation service.
- # **Education and Outreach** - Outreach programs/projects or educational efforts to promote awareness and understanding of DOI's mission goals. Examples of such outreach efforts may include the communication of environmental science issues or working with community groups and organizations to improve the environment. Outreach efforts are designed to reach multi-ethnic populations. Education and outreach related to E.O. 13101 or E.O. 13148 also may be recognized. For example:
- S E.O.13101 outreach activities designed to acquaint the Federal community and the public of the environmental and economic benefits of recycling and "buy recycled," and
 - S Outreach related to E.O. 13148 programs which promote the goals and objectives of this E.O. by enhancing awareness regarding facility-level environmental management systems or pollution prevention within the Federal community and surrounding communities.

Submit Nomination:

Complete a nomination for each nominee(s). The complete package must include:

- T Head of Bureau or Office Memorandum of Nomination** (to be prepared by your bureau's/office's Award coordinator)
- T Nomination Form**
- T Abstract of Achievement** (up to 250 words) describing the environmental achievement(s) of the project and benefits to the Department/Bureau/Office;
- T Detailed Narrative Description** of no more than two pages duplex printed - four sides, describing what positive changes were made by the accomplishments or actions of the individual, bureau, or contractor. Explain how these accomplishments or actions have contributed to improvement or protection of the environment. Include relevant information (which may include quantitative data, such as reductions in waste generation). Explain how the action incorporated, where applicable, the views of other federal/state/local governments, communities, and private sector. Explain how and why the activities could be replicated elsewhere. Also, include a brief summary of the nominee's job title and assigned

duties; and

T Supporting Documentation such as news clippings, press releases, publications, photographs, etc. Since the judges may not visit sites, applicants are encouraged to submit a reasonable amount of supporting materials. Please do not submit videos. Neither the nomination form nor any of the supporting materials will be returned.

All nomination packages *must be duplex printed* (double-sided) on recycled paper containing at least 30% postconsumer material, and, preferably, manufactured process-chlorine free.

Two (2) hard copies of the nomination package must be prepared. Only one need be submitted to OEPC. The other copy is for retention by the Award coordinator for your bureau or office.

You will be instructed by your bureau and office regarding to where and by when to submit your nomination package. Your bureau's/office's Award coordinator then will screen and review award packages. To complete your nomination package, your bureau's/office's Award coordinator will prepare a Memorandum of Nomination from your Head of Bureau or Office to the Director, Office of Environmental Policy and Compliance. Bureau and Office nomination packages are to be received from your Bureau or Office Head by the Office of Environmental Policy and Compliance **by May 15, 2002.**

NOTE: Due to the recent changes in postal handling protocols, nomination packages containing *any media beside* paper should be sent by a delivery service that is not using irradiation due possible adverse interaction.

EVALUATION OF NOMINATIONS:

An Environmental Achievement Awards (EAA) Committee, composed of bureau contacts, will be convened by OEPC to review and select winners using the following four criteria:

- # **Rationale.** The project or effort incorporates a clear, compelling statement of the environmental need or issue addressed, identifying how the effort supports Department/Bureau initiatives, including streamlined process and procedures and management focus on performance-based standards and outcome measures. Rationale for effort built, in part, through deliberations with parties outside of bureau/office whose advice was used to refine the objectives for the initiative or project described. The award nominee has demonstrated that critical project information, including rationale and results, has been communicated in a variety of ways relevant to and among multiple communities potentially affected by or interested in the action or project. Project-related publications may have been translated into other languages for use by the public.

- # **Innovation:** The project/effort made exceptional use of innovative tools, techniques and/or technologies. May include incentive-based system to encourage participation toward desired environmental outcome. Sound scientific method and/or accounting for life-cycle costs was included in project design and execution. The effort may employ new participatory models that facilitate the exchange of vital, project-related information between government and non-governmental parties.

- # **Partnering:** Due to the outstanding efforts of the nominee, a collaborative effort, involving local, state, other federal, and/or private entities, resulted in the achievement of project goals, and/or the creation of sustaining relationships that furthered citizen involvement in environmental stewardship. Project leaders demonstrated entrepreneurial ingenuity that succeeded in bringing together parties with differing resources and perspectives to share cooperatively in the work of the project.

- # **Scope of Project Impact:** The outcome of the project contributed significantly to the furtherance of environmental conservation. Where appropriate, the outcome entailed a comprehensive approach to environmental problem solving,

- # involving landscape or watershed units or integrated solutions. There also may be a potential to replicate project methodology at other facilities or programs. Duration of the project and its effectiveness over time substantiates the positive impact achieved by effort. Documentation submitted may measure accomplishments against prior year efforts (e.g., waste reduction, green acquisition, energy conservation). For nominations submitted in the *Contractor Category*, the documentation submitted must measure their environmental accomplishments on actions undertaken that far exceeded the contract requirements.

RECOGNITION OF AWARD RECIPIENTS:

Award recipient(s) will be notified by memorandum through their respective Head of Bureau or Office.

The Department will hold the Environmental Achievement Awards Ceremony in the Main Interior Building in Washington, D.C. It is most often held in the month of September. Each Award recipient(s) will receive an award plaque (made of recycled content material). This award plaque becomes the property of the award recipient(s). In addition, the names of recipients are engraved in a plaque which is part of the permanent Environmental Achievement Award exhibit located in the Main Interior Museum. An alabaster buffalo sculpture, entitled, "Spirit of America" and sculpted by Navajo artist Wilbert Kady, complements the display plaque.